

Section 5

Public Records

5.1 Public Information That Must Be Disclosed

5.1.1 Law Enforcement Information

5.1.1.010 Reports Prepared By Law Enforcement

- A. All reports prepared by Law Enforcement, including "Police Report," "Domestic Violence Supplemental," "Property Report," "Force Response Report," "Traffic Collision Report" and "Juvenile Contact Report," are public records.
- B. A "Juvenile Contact Report" is exempt from disclosure unless a Juvenile Contact Report was prepared because a juvenile was charged with a crime and a Judge of the Superior Court decides that the juvenile will be tried as an adult.
- C. A "Domestic Violence Supplemental" is exempt from disclosure unless and until a Domestic Violence Supplemental is filed with the Superior Court when a criminal complaint has been filed against a defendant. The information redacted in the Domestic Violence Supplemental filed with a criminal complaint in the Superior Court will remain exempt from disclosure.

5.1.1.020 When Reports Prepared By Law Enforcement Must Be Disclosed

- A. All reports prepared by Law Enforcement that are not exempt must be disclosed except to the extent that disclosure of a particular item of information would endanger the safety of a person involved in an investigation or would endanger the successful completion of the investigation or a related investigation.
- B. If a particular item of information is not disclosed, the person responsible for withholding the information must explain that disclosure would either endanger the safety of a person involved in an investigation or would endanger the successful completion of the investigation or a related investigation.

5.1.1.030 Information That May Be Redacted From Reports Prepared By Law Enforcement

Unless a report prepared by Law Enforcement is requested by a person entitled to the information under state or federal law, the following information must be removed from the report before it is released:

- A. With respect to the victim of any crime, the address or telephone number of the victim, except in response to a request made pursuant to Government Code section 6254(f)(3);
- B. With respect to the victim of any crime defined by Section 220, 261, 261.5, 262, 264, 264.1, 273a, 273d, 273.5, 286, 288, 288a, 289, 422.6, 422.7, 422.75, or 646.9 of the Penal Code, the name of the victim may be withheld at the victim's request, to the extent permitted by Government Code section 6254(f)(2);
- C. With respect to any person other than an arrestee or suspect, any driver's license or California Identification Card number, social security number, date of birth, place of employment, employee identification number, mother's maiden name, demand deposit account number, savings or checking account number, or credit card number, if contained in the report;
- D. With respect to any person, including an arrestee or suspect, any social security number, employee identification number, mother's maiden name, demand deposit account number, savings or checking account number, or credit card number, if contained in the report;
- E. The names of juvenile witnesses;
- F. The name of any juvenile arrestee or suspect, unless and until it has been determined that the juvenile will be charged and prosecuted as an adult, provided that the first name and initial letter of the last name of any juvenile arrestee or suspect shall remain on the report in any event;
- G. The identity of any confidential source.
- H. Any other information protected by law.

Numerical or alphabetic designations should, to the extent practicable, be substituted for names omitted from any report.